

## PRO SE JOINT PARENTING PLAN – Clerk’s Checklist

- The forms must come from the Self-Help Law Representative or from the Montana Law Library Website at <http://courts.mt.gov/forms> or call to have them mailed to you (or make an appointment) at (406) 444-9300 or you can use online interactive forms here: <https://www.montanalawhelp.org/self-help-forms>
  - Please read all directions attached to the packet.
  - The filing fee for a parenting plan is \$120.00
    - If you feel you qualify for waiving the fees, please ask the Clerk of Court’s Office for the paperwork, which must be returned to us for the Judge’s approval prior to opening your case.
  - Confidentiality Issue: Every document you file with the Clerk of Court is public information, so use only the last four digits for any Social Security Numbers; VIN Numbers and all Account Numbers. Use only the Birth Year and Initials for all minor children.
  - Contact Child Support Services Division at (406) 497-6600 about child support or try this link: [Free Online Civil Court Forms for Montana \(Complete List\) | Montana Lawhelp](#)
  - Sign all forms and have notarized if required. Make sure you have all pages for each form, that they are in order and each page is filled out completely. We are Montana THIRD Judicial District Court, POWELL County
  - Initial documents (refer to the packet check list below) must be served on opposing party.
    - All other filings must include a Certificate of Service stating that you have delivered (mailed) this document to the opposing party.
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### Documents needed for your case:

\_\_\_\_\_ 1. **Joint Petition for Parenting Plan (Form MP-117)** – 4 copies total – original to Court, a copy to each party, one to CSED

\_\_\_\_\_ 2. **Agreed Parenting Plan (Form MP-300)** – 5 copies total – original to Court plus one copy to be signed at the final hearing, a copy to each party, & one to CSSD (attach Child Support Calculations to this document – see page 11 of Parenting Plan)

\_\_\_\_\_ 3. **Notice and Acknowledgment to Deputy Attorney General with the Child Support Services Division (Form MP-404)** 1 copy - send this document with a copy of the Petition and Parenting Plan to Child Support Services Division; 2401 Colonial Dr.; PO Box 202943; Helena, MT 59620 - file this document in our office once returned from them with a signature.

\_\_\_\_\_ 4. **Request for Hearing (Form MP-721)** (submit with **Court Order on Hearing for Parenting Plan – (Form MP-722)**)

\_\_\_\_\_ 5. **Montana State Case Registry and Vital Statistics** - *Hand in early, filled out and signed*